HOW TO DROP BEFORE CENSUS

STEP 1: Log into ACES

STEP 2: Click on ‘My Page’ Tab

STEP 3: Click on ‘Register Here’

STEP 4: Click on ‘Proceed to Registration’
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**STEP 5:** Click on ‘Register for Classes’

**STEP 6:** Select desired term (ex: Fall 2021) from the drop-down menu, then click Continue. (Do NOT select CE or COM).
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STEP 7: Review schedule of registered classes in Summary box located in lower right-hand corner.

STEP 8: Identify the course you want to drop and under ‘Action’ drop-down menu, select “WEB DROPPED PRIOR TO TERM” and submit.